



GROSSE ILE TOWNSHIP SCHOOLS

EXTERNAL ORGANIZATION FACILITY REQUEST FORM

For **SCHEDULING of Facilities**, send completed form(s) to Ashley Prevo: email: prevoa@gischools.org or fax: 734-362-2820

For **SCHEDULING of ALL Athletic Events**, contact the Athletic Director, Jim Okler: email: oklerj@gischools.org or 734-362-2458

For **BILLING of Facility Rental/Events**, contact District Accountant, Karen Brock: email: brockk@gischools.org or 734-362-2587

☐ **PLEASE CHECK BOX to verify your organization has read and will follow the District's COVID protocols found on the district's website: https://www.gischools.org/downloads/superintendents_office/fall_2021_covid_protocols_updated_10-21.pdf**

_____ requests the use of _____
Name of Organization Room(s)/Gym/Athletic Field(s)

Located at _____ on _____ between the hours of _____
Facility Day(s) of Week

_____ for the period of _____
Hours Date(s)

Purpose of Use: _____

I have read Board Policy 7510 – USE OF SCHOOL FACILITIES and agree to the terms. This Policy is available on our web site at <https://www.gischools.org/district/board-of-education/>

NAME of Organization Contact

EMAIL ADDRESS (required)

Date

Signature of Person Making Request

Title

Telephone No.

Name of Person Supervising Minor Group: _____ Telephone No. _____

Please list any special instruction/requests below:

If you are requesting use of the High School Auditorium, please complete the attached Auditorium Request Form

DO NOT WRITE BELOW THIS LINE - DISTRICT OFFICE USE ONLY

Athletic Director Approval	
Auditorium Manager Approval	
Building Custodian Informed	
Certificate of Liability Insurance	
Hold Harmless Agreement	

Fees Involved _____ Yes _____ No

Authorized School District Representative

GROSSE ILE HIGH SCHOOL AUDITORIUM REQUEST FORM

Please complete the fields below in detail

Requestor's Name
Email Address
Phone #
Organization/Club Name

Date(s) of Event (please indicate rehearsal or event for each date listed)?	
What time will representatives arrive at the facility?	
What time does your event begin?	
Type of event? (Play, Concert, Meeng, Presentation, etc.)	
Microphones (how many?)	
Staging	
Risers	
Podium	
Data projector	
Props:	
Special Instructions :	

Please submit completed form and a copy of the program/script to:

auditoriumdirector@gischools.org

NOTE: All PowerPoint Presentations and Music Files must be sent 24 hours in advance to avoid compatibility issues. Music will NOT be played from PHONES or iPods. Music must be provided in a digital format via email (MP3 or burned to CD as an AUDIO File, not Data File).

Please make every attempt to ensure rehearsals are as complete as the program - This will assist us in making sure your event is run in a professional manner.



GROSSE ILE TOWNSHIP SCHOOLS

'Hold Harmless and Use' Agreement

Hold Harmless and Use Agreement made and entered into this Date by and between Grosse Ile Township Schools, 23276 East River Road, Grosse Ile, MI 48138 and _____, (User)

The User will be permitted access to the School District on _____ from _____
Date Time

and will agree to follow any and all rules governing use of the School Facility or School Busses and any specific guidelines or restrictions at the sole discretion of the School District (Attached).

The specific location of any use shall be subject to the School District's discretion and the User will be responsible for all expenses related to its presence at the School District or the rental of a School Bus. (e.g. rental fees, custodial and maintenance fees, bus driver fees, hourly transportation fees)

The User agrees to indemnify and hold harmless the School District, its Board, employees, and representatives from any and all claims, actions, suits, and judgments and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, of any portion of the School District.

The User shall, at its own expense, keep in full force and effect until the cessation of its activity a policy of public liability and property damage insurance with respect to the School District having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and aggregate, including bodily or personal injury, product liability, if applicable, and property damage, with the School District named as an Additional Insured for the period of the activity. Automobile liability coverage of at least One Million Dollars (\$1,000,000) may also be required depending on the circumstances. The User agrees to provide proof of such insurance to the School District at least 48 hours in advance of the scheduled activity.

WITNESSES:

User Name _____

Grosse Ile Township Schools

Authorized Representative _____

Authorized Representative _____

Title _____

Title _____

Date _____

Date _____

GROSSE ILE TOWNSHIP SCHOOLS - FACILITY RENTAL FEE SCHEDULE

(effective 12/1/2023)



Insurance Coverage – needs to be \$1 Million in coverage

HIGH SCHOOL		
Auditorium/Gymnasium:	First Two (2) Hours:	\$200.00
	Additional Hours:	\$50/hour
Classroom:	Per Classroom	\$25.00/classroom; 1/2 price when used in conjunction with auditorium
Cafeteria:	First Two (2) Hours:	\$100.00
	Additional Hours:	\$35/hour; 1/2 price when used in conjunction with auditorium
Media Center/Library	Hourly Rate:	\$50.00/hr
Custodial Services:	Hourly Rate:	\$50.00/hr
Stage Manager:	Hourly Rate: Note: Minimum 2 hrs for stage manager and auditorium quotes. Clean-up (1-2 hrs) added for auditorium rental	\$25.00/hr
Audio/Visual Consultant:	Hourly Rate:	\$10.33/hr

PARKE LANE		
Custodial Services::	Hourly Rate:	\$50.00/hr
Gymnasium:	First Two (2) Hours:	\$200.00
	Additional Hours:	\$50.00/hour
Cafeteria:	First Two (2) Hours:	\$100.00
	Additional Hours:	\$35.00/hour; 1/2 price when used in conjunction with gymnasium
Classroom:	Per Classroom	\$25.00/classroom; 1/2 price when used in conjunction with gymnasium

MIDDLE SCHOOL:		
Custodial Services:	Hourly Rate:	\$50.00/hr
Auditeria/Gymnasium:	First Two (2) Hours:	\$200.00
	Additional Hours:	\$50.00/hour
Classroom:	Per Classroom	\$25.00/classroom; 1/2 price when used in conjunction with auditeria

MERIDIAN		
Custodial Services:	Hourly Rate:	\$50.00/hr
Gymnasium:	First Two (2) Hours:	\$200.00
	Additional Hours:	\$50.00/hour
Cafeteria:	First Two (2) Hours:	\$100.00
	Additional Hours:	\$35.00/hour; 1/2 price when used in conjunction with gymnasium
Classroom:	Per Classroom	\$25.00/classroom; 1/2 price when used in conjunction with gymnasium

CENTRAL OFFICE - *** NOTE: FACILITY FEES CHARGED AT ALL TIMES		
Conference Room A	Hourly Rate:	\$50.00/hr***
Conference Room B	Hourly Rate:	\$50.00/hr***

CATEGORY	TITLE	DESCRIPTION	RENTAL FEES
1	School-Affiliated Groups	Groups whose activities directly relate to the District.	No fees are charged
2	School-Community Groups	Groups defined as those providing education, recreational, and cultural activities, administered by the Board , either solely or jointly.	Fees are charged if event is held on weekends and during the week if a large group (25 or more participants) (If "rental" is for an extended period of days (more than 5), fees will be discussed with Administration and Group)
3	Community Nonprofit Groups	Groups defined as governmental agencies; groups primarily comprised of District residents providing civic, educational, or cultural activities & staffed by volunteers	
4	Private, Nonprofit Groups	Groups that are primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals.	
5	Commercial Users	Private, for-profit businesses, vendors, or entrepreneurs. Commercial Users are strongly discouraged from application for public facility usage.	Rental Fee charged at all times